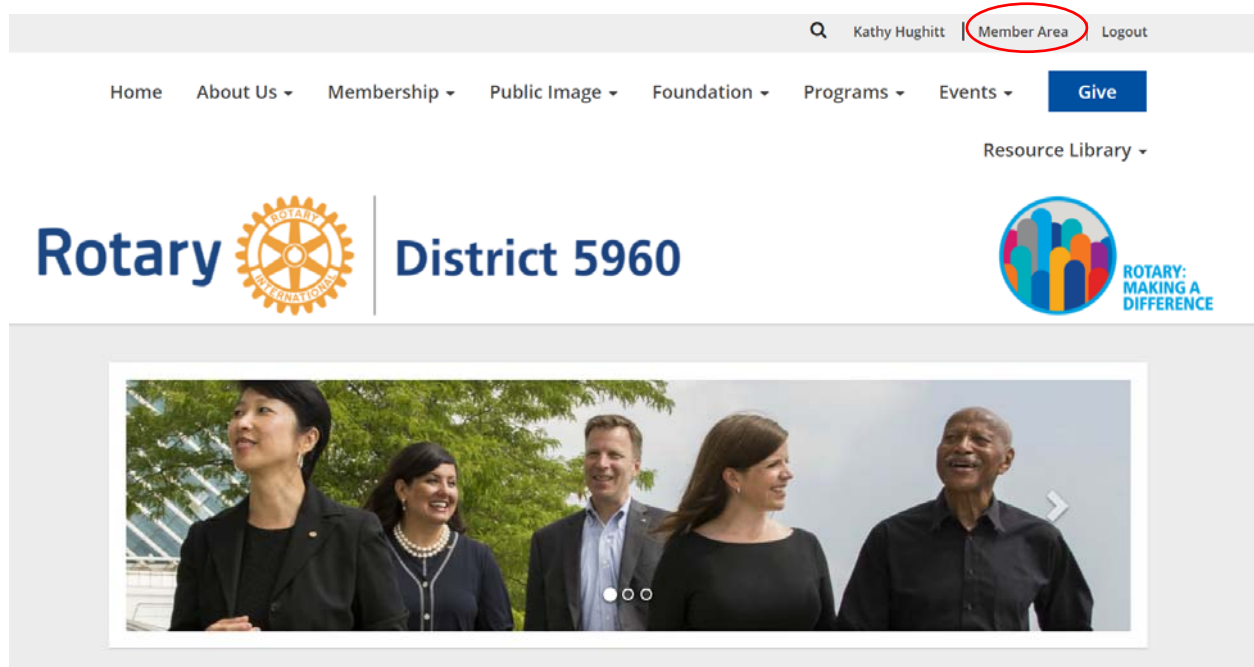


Updating Club Officers with ClubRunner

These instructions will help you update the incoming club officer information on the District 5960 website.

1. Go to the district website at www.rotary5960.org.
2. Click Member Login in the top right corner.



3. Enter your Login Name and Password and click Login
Note: If your club uses ClubRunner used the same Login and Password for this account. ([Login and Password Help](#))

Enter your login information below:

Login Name

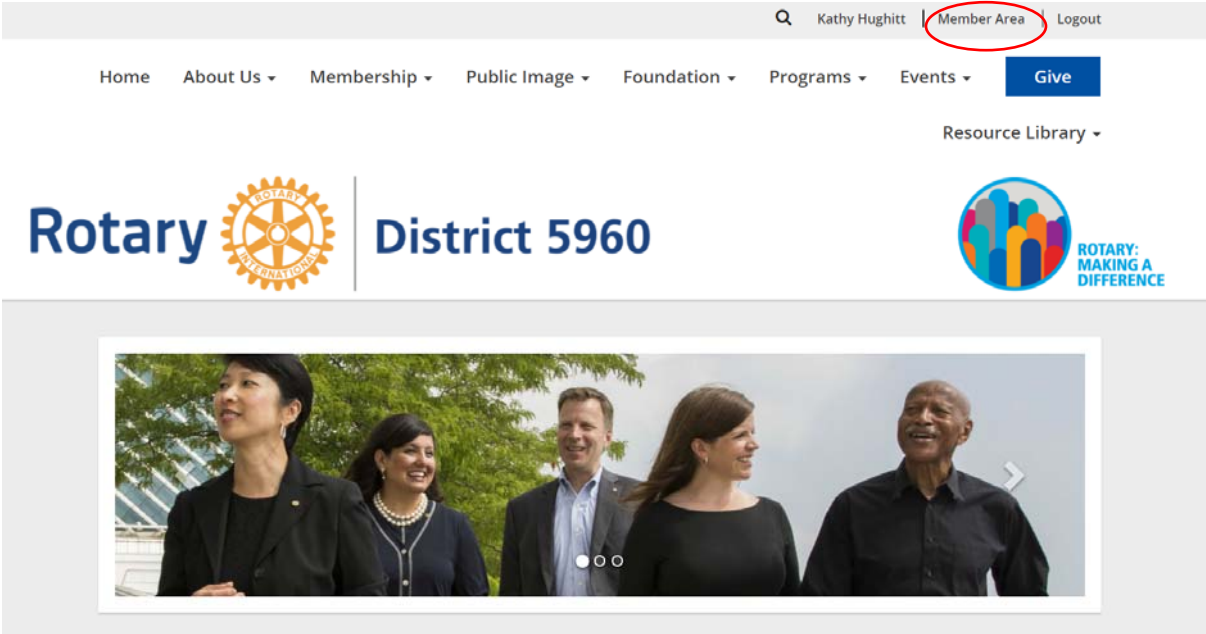
Password

Keep me logged in

New and existing users: [retrieve login and/or reset password](#)

Updating Club Officers with ClubRunner

4. Click Member Area in the top right corner of the page



5. Click Club & Membership Detail in the District, Clubs & Membership section.

| Home Page Editing | District, Clubs & Membership |
|--|---|
| Home Page Stories | District Dashboard |
| Story Management | Club & Membership Detail |
| Edit Home Page Links | Member Detail |
| Download Files | Request Member Updates |
| Site Pages Management | Member Access Rights |
| Photo Albums Management | Clubs Attendance Management |
| Documents Download | Edit Executives and Directors |
| Website Sponsoring Area | Download Member Data |
| Website Sponsoring Guide | Member Data Changes |
| Website Designer 3.0 | RI Integration Archive Member Synchronization |
| Edit Meta Tags NEW! | Reports |
| Edit Favicon Logo | Member Designations |
| Image Library | District eDirectory Builder 2.0 |

Updating Club Officers with Club Runner

6. Scroll to your club.
7. Click the Executives link to the right of your club name.

Clubs & Membership

Export to Excel Create New Club

| RI | Club Administration | Internal | External | Action |
|----|---|-----------|----------|--|
| ✗ | Albert Lea | | Website | Executives Club Info Club Logo Members Users Inactive Delete |
| ✗ | Anoka | | Website | Executives Club Info Club Logo Members Users Inactive Delete |
| ✗ | Arden Hills/Shoreview | + Website | Website | Executives Club Info Club Logo Members Users Inactive Delete |
| ✗ | Austin | + Website | Website | Executives Club Info Club Logo Members Users Inactive Delete |
| ✗ | Austin Rotaract (Rotaract) | | Website | Executives Club Info Club Logo Members Users Inactive Delete |
| ✗ | Barron County Sunrise | | Website | Executives Club Info Club Logo Members Users Inactive Delete |
| ✗ | Belle Plaine Borough | | | Executives Club Info Club Logo Members Users Inactive Delete |
| ✗ | Blaine-Ham Lake | + Website | Website | Executives Club Info Club Logo Members Users Inactive Delete |
| ✓ | Cambridge-Isanti | + Website | Website | Executives Club Info Club Logo Members Users Inactive Delete |
| ✗ | Cannon Falls | | | Executives Club Info Club Logo Members Users Inactive Delete |
| ✗ | Chain of Lakes | | Website | Executives Club Info Club Logo Members Users Inactive Delete |
| ✗ | Chisago Lakes | | Website | Executives Club Info Club Logo Members Users Inactive Delete |
| ✓ | Coon Rapids | + Website | | Executives Club Info Club Logo Members Users Inactive Delete |
| ✗ | eClub 5960 | + Website | | Executives Club Info Club Logo Members Users Inactive Delete |
| ✗ | Elk River Rotary | + Website | Website | Executives Club Info Club Logo Members Users Inactive Delete |
| ✓ | Faribault | + Website | | Executives Club Info Club Logo Members Users Inactive Delete |
| ✗ | Farmington | + Website | Website | Executives Club Info Club Logo Members Users Inactive Delete |
| ✗ | Forest Lake | | Website | Executives Club Info Club Logo Members Users Inactive Delete |
| ✓ | Fridley-Columbia Heights | + Website | Website | Executives Club Info Club Logo Members Users Inactive Delete |
| ✗ | Grantsburg | | Website | Executives Club Info Club Logo Members Users Inactive Delete |
| ✗ | Greater Mankato (Mankato/North Mankato) | | Website | Executives Club Info Club Logo Members Users Inactive Delete |
| ✓ | Greater Rochester | + Website | | Executives Club Info Club Logo Members Users Inactive Delete |
| ✗ | Hastings Area | | Website | Executives Club Info Club Logo Members Users Inactive Delete |
| ✓ | Hayward Area | + Website | | Executives Club Info Club Logo Members Users Inactive Delete |
| ✗ | Hudson | + Website | Website | Executives Club Info Club Logo Members Users Inactive Delete |
| ✗ | Hudson Daybreak | + Website | Website | Executives Club Info Club Logo Members Users Inactive Delete |
| ✗ | Janesville | | Website | Executives Club Info Club Logo Members Users Inactive Delete |
| ✗ | Lake City | | Website | Executives Club Info Club Logo Members Users Inactive Delete |
| ✗ | Lake Elmo | | Website | Executives Club Info Club Logo Members Users Inactive Delete |
| ✓ | Lakeville | + Website | Website | Executives Club Info Club Logo Members Users Inactive Delete |
| ✗ | Le Sueur | | Website | Executives Club Info Club Logo Members Users Inactive Delete |
| ✓ | New Brighton Mounds View | + Website | Website | Executives Club Info Club Logo Members Users Inactive Delete |
| ✓ | New Prague | | Website | Executives Club Info Club Logo Members Users Inactive Delete |

8. Click the Carry over Executive and Director Positions to the Next Year link in the top right of the section. This will duplicate the positions to the next year. Once it is clicked, you can begin to edit your positions.

9. Click the Next Year Link in the header of the section.

Club Executives and Directors **Roseville-MN**

Club Refresh

« Previous Year | 2017-18 | Next Year »

Drag and drop positions to change their sequence

Carry Over Next Year Add New Position

Updating Club Officers with Club Runner

10. Click the Edit link to the right of each position.

Club Executives and Directors **Roseville-MN**

Club

« Previous Year | 2018-19 | Next Year »

Drag and drop positions to change their sequence ?

| Title | Position | Name | Actions |
|------------------------------|--------------------------------|-------------------|---|
| President | President | Terry Gilberstadt | Edit Clear Delete |
| President Elect | President Elect | David Kray | Edit Clear Delete |
| Treasurer | Treasurer | Bill Kaufenberg | Edit Clear Delete |
| Executive Secretary/Director | Executive Secretary / Director | Kathy Hughitt | Edit Clear Delete |

11. Click the down arrow to the right of the current name.

Edit Position

Position: *

Title:

Name:

12. Click the member's name who will fill that position for the next year.

13. Click the Save link at the bottom right of that position to save the new position information.

14. Complete these steps for each position.

15. When finished, you can log out of the District ClubRunner.

16. RI Support recommends that even though clubs with ClubRunner accounts automatically synchronize with RI, you should still login to MY Rotary and verify that your club information was successfully transferred.